

DOCUMENTATION REQUIRED TO VERIFY ELIGIBILITY FOR DHHS PROGRAMS

The criteria found under “General/Financial Requirements” on the ELIGIBILITY page for each DFA administered program can be used as a guideline to identify which information must be verified by providing documentation at the time of application (either in person at a District Office or when an application is mailed when appropriate). For example, when the interest is to apply for Healthy Kids-Silver for a child, a visit to the Medical Assistance ELIGIBILITY page will indicate that a Social Security Number is not required to apply for Healthy Kids-Silver, although it can be provided voluntarily. Reading the Financial Requirements provides information that shows that proof of income will be required when applying for Healthy Kids-Silver but proof of resources may not be required.

Earnings: Most recent pay stubs for at least 4 consecutive weeks; letter from the employer; or our Form 756. If self-employed, last year's income tax statement; profit/loss statement; proof of earnings and expenses for this year.

Employment Expenses (Taxes; child care; transportation; mandatory deductions; cost of special clothes): Pay stubs; receipts; canceled checks; letter from the employer.

Cash Resources: Passbooks; bank or credit union statements; broker or trustee statements; all with updated balances.

Personal Property (Cars, trucks, campers, boats, motorcycles, snowmobiles): A title and registration, bill of sale, amount owed not including interest.

Life Insurance with a Cash Value: The actual policy and proof of current cash value.

Real Estate (Personal and business property): All documents including deeds, mortgages, tax bills, insurance policies, purchase and/or sales agreement.

Residence/Shelter Expenses (Rent, mortgage payments, taxes, heat, electricity, insurance, telephone, sewage and garbage fees): A current rent receipt signed by your landlord with your name, address, date, amount of rent and whether heat or utilities are included; current receipts; canceled checks; statement from person you lived with regarding charges for room or food; current utility bills; or our Form 775.

Divorce/Separation/Child Support/Alimony: All legal documents relating to the case; letter from the person making payments showing the amount and frequency of payments.

Other Income (Any income, such as: Social Security; SSI; VA; unemployment; interest; dividends; disability benefit money from friends/relatives; money from roomers or boarders): Copies of checks; check stubs; letter from agency/person making payments.

Educational Income and Expense: Letter showing amount and period covered by scholarships, grants or loans; letter or receipts for school related costs.

Student Status: A school letter showing the student attends at least half-time

Medical Expenses: Receipts; canceled checks; bills from physicians, dentists, hospitals, pharmacists; evidence or cost of health insurance premiums.

Medical Insurance: Company name, type of coverage, effective date, and claim number.

Disability/Incapacity/Blindness/Pregnancy: For pregnancy, a letter from a physician stating the due date and number of fetuses. For child care or food stamps, a letter from a physician stating how long the medical condition is expected to last. For financial or medical assistance, a physician or specialist must complete the forms we give you.

Child or Adult Day Care: Receipts for the cost of care; hours of service provided. Letters from employers or schools indicating employment or training status.

Identity: Driver's license, passport, school records, immunization records.

Citizen/Immigration Status: Birth or baptismal certificate, INS Form 551, INS Form I-94, naturalization papers, current passport.

Social Security Number: Social Security number; SSA Form 5028, or Form SSA 2853-OP3 if application for a new number has been made at birth.